

# **Sandia National Laboratory Porcelain Press Process/Guidance**

## **What is the Porcelain Press?**

The Porcelain Press (PP) is an informational newsletter that contains various articles related to home, work, safety, and activities of interest to Sandians. The PP shares Lessons Learned (LL), which promote good work practice or an innovative approach that is identified and shared. It may also be a poor work practice or an experience that is captured and shared to avoid recurrence.

## **Submission of Articles**

The PP is published every two weeks. Articles for the PP are solicited and greatly welcomed

### **Publishing Tips:**

- Write the content at 3<sup>rd</sup>-4<sup>th</sup>-grade level so everyone can read and understand it.
- Use lots of graphics to attract attention. If you have specific graphs/clipart to accompany the article, they should be included when submitting article
- Keep articles brief or break them up with topic “bars.” Two to three short paragraphs max are preferred. If you don’t finish reading during one visit, you can find your place and resume reading during your next visit!
- When space permits, Sandia uses the lower right hand corner to accommodate “advertisement” from other SNL groups such as Training, HR, and Computing Info.
- Any URLs used in articles should be double-checked for accuracy.

## **Deadlines**

Authors should provide the month/date they wish the article to appear. The PP staff tries to publish articles according to your desired schedule, but this is not always possible. The staff does their best to accommodate the article in a future issue if your desired schedule cannot be met.

## **How to get the PP in your building if you don't already have it**

Local volunteers post the PP in restrooms. If your work area does not receive the PP and you would like to volunteer, please contact one of the PP staff:

|                       |          |  |
|-----------------------|----------|--|
| Emma Johnson, 7112    | 844-1762 | <a href="mailto:ejjohns@sandia.gov">ejjohns@sandia.gov</a> |
| Rose Marra, 7112      | 844-6375 | <a href="mailto:rmmarra@sandia.gov">rmmarra@sandia.gov</a> |
| Chris Tolendino, 7112 | 844-5996 | <a href="mailto:cdtolen@sandia.gov">cdtolen@sandia.gov</a> |

The PP is also available on the internal web. Visit this site and view previous issues by Searching TechWeb for Porcelain Press or contact one of the PP staff for an electronic or paper copy. Plastic holders are provided upon request.

The PP is intended to be for information and interest to a wide variety of SNL audiences. Please do not remove the PP from its posted locations-even if you don't care for it. There may be information that will help someone else avoid harm.

# PORCELAIN PRESS

01/26/2000

Courtesy of *Lessons Learned* Program, 7112, MS 1050

Vol. 5, No. 2

## EZ-Go Cart Maintenance



SNL/NM cart-owning organizations should promptly submit their carts for preventive or corrective maintenance when requested

by Fleet Services. When submitting a cart, report things like breakdowns, changes in performance, faulty brakes, faulty steering, and faulty suspension in the space provided on the preventive maintenance form so they can be corrected.

## E-Z Housekeeping

A number of carts have been turned in for service with very poor housekeeping. Trash and paper products have been found throughout the cart and even stuffed next to the cart's engine, fuel and exhaust systems. These combustible products pose a potential fire hazard. Remember that you are responsible for the cleanliness and appearance of the carts you drive. A vacuum cleaner is available near the car wash at the motor pool. Smoking, eating, and drinking are not allowed in carts.



## Quick Inspection

Before driving a cart, perform a quick walk around inspection. Check for:

- Tire inflation.
- Leaking fluids or excessive gasoline fumes.
- Adequate fuel and oil levels of gasoline powered carts. (A one-hour minimum service charge is assessed when Fleet Services has to go and fuel them.)
- Any obvious damage or defective equipment.

If any unsafe conditions are found, please contact Fleet Services at 844-3086 or 284-2543.

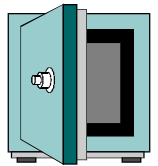
We care about your safety!

## Security Badge

Wear your security badge on the front of your body, above the waist, and outside the outer garment (e.g. coat) with the photo side visible, says SNL Security. If you see anyone without a badge, make a friendly challenge; if the challenged person does not display a badge, call Security at 844-3155 (NM) or 294-2300 (CA).

## Safeguards and Security

Two infractions were recently assessed in separate cases of classified repositories not being properly secured. In both cases, the repositories had been monitored and initialed. However, the monitors were not aware of the proper method to assure the repositories were **fully** secured. If you have locking and/or monitoring responsibility, be sure you are familiar with the proper locking procedure for your particular area – especially for vaults that have both a cypher lock and spin-dial lock. If you have locking procedures, walk through the process and assure the procedure is correct and complete.



## Cryogen Safety Training

A new one-hour ES&H training course titled Cryogen Safety (PRS115) is being offered. This should match the needs of personnel who handle cryogenic liquids, but do not require pressure safety training. For more information, contact Anita Scheunemann at 844-8543.

**Attention Training Coordinators:** Please ensure that PRS115 is entered in the TEDS Training Notebooks of all individuals who require or should attend the training.

Nobody who ever gave his best regretted it.

George Halas (1895-1983) Pro football coach



# PORCELAIN PRESS

02/23/2000

Courtesy of **Lessons Learned Program**, 7112, MS 1050

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## Suspicious Package



A SNL employee received a suspicious package mailed to his home. It had a shipping label from a prominent company but no return address and no other identification. The spouse opened the package, but as an afterthought realized it may have been prudent not to open it at all. It contained an odd looking metal globe (of earth) welded to a metal tennis ball can. The globe had some of the map burned off and contained several holes. After taking pictures, the package was returned to the company at their Security's request. It was confirmed that it was shipped from the company and the sender was unknown.

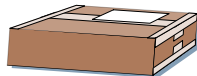


## Return to Sender

The company's Security office confirmed that the package had gone through their mailroom - as a returned package. The package had a company return address with no individual's name associated with it. It had evidently been left at an external mail pickup location, but exceeded the weight criteria for that location and was returned to the 'sender' (company).

## No Jokes Here

When it was delivered to the company's mailroom, personnel there opened the package and inspected the unusual contents. They assumed someone was playing a practical joke and sent the package on its way. The package had excess postage (about 15 33-cent stamps), and although the delivery address was to the Sandia's home address, a previous label could still be seen underneath that had the employee's Sandia address.



## Lessons Learned

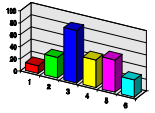
Be cautious about suspicious packages not only sent directly to Sandia but also those that could enter Sandia through a 'return to sender' route. If a package is opened and the contents are non-routine, notification of Security would be prudent, and could certainly protect others.

## Viewing Injury & Illness Information



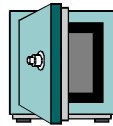
A listing of injuries occurring at Sandia is at your fingertips with the new HR Query System on the SNL internal web. You can view all injury cases or print a report sorted by time period and organization number. The system can also provide you

with injury rates and metrics and a listing of department workhours. The database is updated daily. From the Sandia home page, click, "H" in the index and then scroll down to, "HR Queries." Type in your user name and Kerberos password. Select "Medical/ES&H." You'll see the following query options listed:



- Incidents (Injuries/Illness) by Organization
- Incident Metrics
- Work Hours

## Locking Classified Safes



Recently several older spin dial safes were replaced with newer model electronic spin dial safes (X-07 and X-08). Security has become aware of a few cases of those new safes not being properly secured because the locking procedures are slightly different. For the electronic dial safes make sure you:

1. Close safe drawers.
2. Turn the dial LEFT (counter clockwise) at least one complete revolution.
3. As before, check by holding down the handle while at the same time try to unlatch and pull firmly on each drawer.

Please check the locking and monitoring procedures for your areas to make sure they reflect this practice. Additional information on safes/repositories can be found on the Project Evergreen homepage.

## Rental Car Blues

An incident occurred recently involving a Sandian and a violation of the Dept. of Transportation's Federal Motor Carrier Safety Regulations (FMCSR). The employee rented a U-Haul truck and transported a shipment of non-hazardous goods to an adjacent state. Since the truck was listed as a Commercial Motor Vehicle (vehicle over 10,001 lbs., equipped to carry 16 passengers, or carry placarded amounts of hazmat), the employee was in violation of FMCSR program requirements. Possible penalties for such violations can include a \$6,000-\$10,000 fine. In order to avoid future oversights, please direct all shipments of SNL material through the Shipping Dept. (10263). If you absolutely need personal delivery, contact Dorothy Velazquez, Logistics Program Office (10262), at 844-7141 to determine the requirements for enrollment in SNL's FMCSR program.




# PORCELAIN PRESS

03/08/2000

Courtesy of *Lessons Learned Program*, 7112, MS 1050

Vol. 5, No. 4

## Recent SNL Accidents

Recent accidents at Sandia NM illustrate the danger of falls. Two employees were seriously hurt recently in separate accidents within hours of each other. The first employee fell off the dock.  The second employee fell off a truck when a heel got caught in a "stake-hole" on the edge of a flat bed truck. In both cases, the employee fell approximately 4 feet. The first employee suffered significant ligament damage to a knee. The second employee fractured an ankle. Both employees suffered great pain and inconvenience from these accidents, in addition to losing significant work time. We can be grateful the employees were not more seriously injured.

## Life-Altering Injuries

In the United States, falls are the second leading cause of death after motor vehicle accidents (NSC 98). Any fall can result in life-altering injuries, paralysis, or even death. We have been fortunate that the slips, trips, and falls that are common around Sandia have not resulted in more serious injuries. Please remember to be cautious and keep both feet on the ground.

## Clutter and Piles

Although not related to the accidents listed above, all Sandians can help by keeping docks and other areas outside buildings safe and clean. We are probably all familiar with the "pile theory." Once a pile starts, others tend to add to it. Pretty soon we end up with a giant pile of stuff. Clutter and "piles" pose a safety hazard wherever they are, but especially on docks that have limited space and a drop-off.

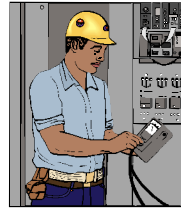


If you notice an unsafe condition or clutter, please contact the facility or building manager. If you don't know who they are, call TELECON, your safety engineering representative or your line manager.

Whenever possible, avoid using docks and delivery areas as pathways. Docks are meant for material handling activities. Pedestrian areas (typically sidewalks) are built for pedestrian traffic - docks are not. The presence of pedestrians on docks and in delivery areas increases the risk of falls for the pedestrian and delivery personnel.



## Damaged or Broken Equipment



Could you be staring at a hazard in the form of damaged or broken equipment you use and not take action to get it fixed? This condition may continue daily because YOU KNOW about the broken part and you accommodate for the deficiency in the way you perform your job using the equipment. You know that you're careful when you use the equipment. However, another person may use or come into contact with the equipment and not be aware of the hazard and, as a result, get injured.

## Possible Electrical Shock

Here's an actual situation from last year at Sandia that could have resulted in an electrical shock. The bat handle of a toggle switch on a piece of equipment was broken. Parts from inside the hollow bat handle fell into the body of the switch shorting the electrical contacts inside the switch to its metal housing. As a result, the metal housing was energized at 120 volts AC. Paint on the surface of the panel prevented the metal housing from shorting to ground. If someone had touched the metal portion of the switch, they would have experienced an electrical shock. When electricians arrived to determine if the switch body was energized by checking with a voltmeter, the pressure of the test lead on the metal surface caused it to puncture through the painted surface, cause an arc, and blow a fuse.



## Safety First

If the broken toggle switch had been identified and repaired before the equipment was turned-on, the possibility for someone to receive an electrical shock from the broken switch would have been eliminated. When the equipment you work with is damaged or has defective or broken parts, please take the time to notify your supervisor or manager so it can be fixed before you or a co-worker gets injured.



## Health Care Plans

If you gain new dependents and want them to have coverage under your health care plans, you must enroll them **within 31 days** of the birth, marriage or other qualified change in status. You can obtain enrollment forms under Corporate Forms on the Web or contact the BCSC at 845-2363.



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